



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Jane Light, Director  
Library Department

**SUBJECT: LIBRARY DEPARTMENT  
STAFFING FOR EARLY  
CARE AND LIFELONG LITERACY**

**DATE:** May 18, 2006

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Approved

/s/

Date

05/19/06

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## **BACKGROUND**

The 2006-2007 Proposed Operating Budget currently contains an addition proposal entitled, "Early Care and Education Strategy Administrative Support" (2006-2007 Proposed Operating Budget, Page VII-260), that would add an Analyst position to the Library Department's Early Care and Lifelong Literacy program for ongoing contract oversight and administrative support. In addition, the unit has identified a critical need for ongoing clerical support from an Office Specialist II which is currently-grant funded. The position is slated for elimination when the grant ends on June 30, 2006.

In coordination with the City Manager's Budget Office, the department has deleted two currently vacant part-time positions currently allocated to the Early Care and Lifelong Literacy Unit, a 0.75 Youth Outreach Worker and a 0.3 Recreation Leader, and will add a full-time Office Specialist II. This action will provide essential administrative support to the Early Care and Lifelong Literacy program on an ongoing basis, and result in less impact on departmental operations. The Library is committed to continuing service to our community in the area of Early Care and Lifelong Literacy, and this position will provide much-needed ongoing services.

/s/

JANE LIGHT  
Library Director